

**Position Title:** Host



**Location:** Eau Claire Athletic Club (ECAC)

**Employment Type:** Part-time or Full-time

**Reports To:** Restaurant Manager

### ***Position Overview***

As a Host, you are the first point of contact for members and guests, setting the tone for their experience. Your ability to anticipate needs, provide warm and seamless service, and create genuine connections will define their time at the club. This role is ideal for individuals who thrive in a refined yet dynamic environment, love engaging with people, and have a deep appreciation for hospitality, food, and social experiences.

This is an incredible opportunity to be part of a new and exciting project from the ground up, shaping the future of Eau Claire Athletic Club's dining and social experience.

### **Key Responsibilities**

- Greet members and guests with warmth, professionalism, and attentiveness
- Manage reservations and coordinate seating to ensure a smooth flow of service
- Anticipate guest needs and exceed expectations, creating a welcoming and memorable atmosphere
- Assist with member inquiries regarding menu offerings, club events, and dining experiences
- Work closely with the kitchen, bar, and service team to maintain seamless communication and efficiency
- Uphold the highest standards of professionalism, etiquette, and club service traditions
- Maintain cleanliness and organization of the host stand, dining room entrance, and other front-of-house areas
- Utilize critical thinking and problem-solving skills to proactively resolve guest concerns with grace and efficiency
- Stay informed about menu updates, wine pairings, and club events to enhance the member experience

### ***Qualifications & Expectations***

- A polished, professional, and engaging personality with exceptional communication skills
- Previous experience in hospitality, fine dining, or private club settings is an asset
- Strong ability to multitask and remain composed in a fast-paced environment
- A team-first mentality with a strong work ethic and a passion for delivering service excellence
- Willingness to continuously learn and grow within a high-caliber hospitality team

### ***Why Join Us?***

- Be part of a prestigious private club where hospitality and excellence come first
- Competitive wages, gratuities, and exclusive staff perks
- Opportunities for career development and growth in a premier hospitality setting
- A supportive, professional team culture that values passion and excellence

**If you are a dedicated service professional with a love for hospitality and a desire to create exceptional member experiences, we invite you to join our team.**